

**DUTY STATEMENT**

GS 907T (REV. 04/02)

**SHADED AREA FOR HUMAN RESOURCES ONLY****INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

**EMS 007****EFFECTIVE DATE:**

1. DGS OFFICE OR CLIENT AGENCY <b>Emergency Medical Services Authority</b>	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED <b>Disaster Medical Services Division</b>	3. CLASS TITLE <b>Senior Emergency Services Coordinator</b>
4. WORKING HOURS/SCHEDULE TO BE WORKED <b>8:00 a.m. to 5:00 p.m. -- Flexible</b>	5. SPECIFIC LOCATION ASSIGNED TO <b>San Bernardino County</b>
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) <b>312-700-8085-002</b>

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Health Program Manager-I, the Senior Emergency Services Coordinator is a member of the Response Resources Unit and is responsible for performing the following duties:

9. Percentage of time performing duties      10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)

**ESSENTIAL FUNCTIONS**

The Senior Emergency Services Coordinator (Sr. ESC) works as part of a team performing a wide variety of consultative, advisory, and evaluative duties with responsibility in planning, organizing and preparing for disaster medical response operations and deployment of mobile medical assets as directed by the Emergency Medical Services (EMS) Authority management. The Sr. ESC is assigned to and responsible for management of the stand-alone Response Station located in San Bernardino County

The Sr. ESC will provide support to the Emergency Medical Services (EMS) Authority Mobile Medical Assets program and act as field liaison during a state disaster medical response and is responsible for the readiness of field assets (equipment, vehicles, supplies, etc.), training of staff and volunteers, and the interface with all 58 counties prior to an event. During a disaster, the Sr. ESC will serve as the EMS Authority's coordinator and liaison on-site with the affected County EMS Agency or the field level Incident Command to continuously assess, modify and refine the mission assignments for all deployed state assets or determine the need for additional resources.

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
<p>30%</p> <p>30%</p> <p>20%</p> <p>10%</p> <p>5%</p> <p>5%</p>	<p><b>Essential Functions (cont.)</b></p> <p>In order to serve as the EMS Authority's regional liaison with the Local Emergency Medical Services Agency, Operational Area or local Emergency Operations Center or as a resource/support to local, state or federal agencies and Cal EMA Regional Representatives during a disaster response, the incumbent:</p> <ul style="list-style-type: none"> <li>• Serves as lead staff assigned to one of the three California Emergency Management Agency (Cal EMA) Administrative Regions; Inland, Coastal, and Southern.</li> <li>• Conducts situation and needs assessments in support of the Regional Emergency Operations Center (REOC) Medical Branch.</li> <li>• Interacts with all local, state, federal and private partners within the assigned region and is knowledgeable of unique preparedness, response, and recovery needs.</li> <li>• Coordinates with the Local Emergency Medical Services Agency to support requests for medical mutual aid assets and medical volunteers to support their response objectives.</li> <li>• Coordinates demobilization of response teams through the field Incident Command Post and local jurisdiction.</li> </ul> <p>In order to ensure the readiness of state-deployed medical teams/resources including Mobile Field Hospitals, California Medical Assistance Teams (CAL-MAT), Ambulance Strike Teams (AST), and Disaster Healthcare Volunteers, the incumbent:</p> <ul style="list-style-type: none"> <li>• Provides oversight and the logistical support for the Mobile Field Hospitals, California Medical Assistance Teams (CAL-MAT), Ambulance Strike Teams (AST), and Disaster Healthcare Volunteers programs.</li> <li>• Coordinates re-supply and inventory control following deployment of assets.</li> <li>• Develops an educational program for local, state, and federal medical disaster preparedness and response partners on the EMS Authority's medical mutual aid programs and mobile medical assets and their integration with local Incident Command System (ICS) structure during a disaster.</li> <li>• Develops and establishes Memorandum of Understandings (MOU) with Local Emergency Medical Services Agencies and local governments for deployment of mobile medical assets during a disaster.</li> </ul> <p>In order to provide ongoing support for the Mission Support Team (MST) Program; including personnel, equipment and supply requirements/inventories, and deployment procedures and policies.</p> <ul style="list-style-type: none"> <li>• Develops a recruitment program to expand MST membership.</li> <li>• Develops a multidisciplinary training and exercise program and conduct training for MST program staff and volunteers.</li> </ul> <p>In order to ensure that local Ambulance Strike Teams (AST) teams are ready for deployment when needed the incumbent:</p> <ul style="list-style-type: none"> <li>• Maintains communication and support to ensure the ASTs are adequately staffed, supplied, and receive ongoing training.</li> </ul> <p>Performs the duties and responsibilities of the EMS Authority Duty Officer, providing direct or general emergency medical services coordination and support activities.</p> <p><b>MARGINAL FUNCTIONS</b></p> <p>Serve as EMS Authority program liaison on committees and working groups with state, federal, regional and local medical and health disaster preparedness planning and mutual aid organizations. Attend inter-agency meetings to maintain and improve lines of communication between entities that will participate in a disaster response. Develop links between the EMS Authority's AST, CAL-MAT, and MST programs and federal medical response teams.</p>

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p><b>SPECIAL PERSONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Travel within and without the State of California is required for this position. Anticipate 30% travel.</li> <li>• The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.</li> <li>• Possession of a valid class C driver license issued by the California Department of Motor Vehicles is required.</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p>Knowledge of: Mission, goals, objectives, and organization of emergency management and emergency response; operations and structure of government; processes, principles, and regulations applied in the administration of emergency management programs; state and federal laws, regulations, and requirements relating to local, state, and federal emergency management planning and emergency response; apply professional knowledge and ability to all situations; principles, concepts, and terminology in emergency management, emergency response and planning processes, hazard mitigation, and community preparedness; laws and regulations pertaining to state and federal financial assistance and mutual aid; current trends of emergency management, emergency response, recovery, and planning; methods of program report preparation and program reporting techniques; basic techniques of data analysis; basic computer skill. Objectives and organization of emergency management and emergency response; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Emergency Medical Services Authority.</p> <p>Ability to: Plan for emergencies and respond, under all conditions, appropriately to emergencies and disasters by applying emergency management principles to the specific immediate situation; apply professional knowledge and ability to all situations of coordination, planning, and mitigation of hazards, and communicate risks to specific emergency management situations; interpret emergency management-related laws and their application to program or incident situations; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships with staff, local, state, and federal officials, and representatives of other organizations; prepare complete and comprehensive reports and recommendations; communicate and write effectively; reason logically; analyze problems and situations accurately and take effective action. Work independently in identifying needs and emergency management systems deficits and developing recommendations for improvement of emergency management planning and emergency response operations; act as a lead person or as a team leader; train other staff in principles and methods; provide effective leadership.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of and/or experience in disaster planning, emergency medical services, public health administration and/or a health/medical background.</li> <li>▪ Strong written, analytical, interpersonal and oral communications skills.</li> <li>▪ Demonstrated ability to act independently, open-mindedness, flexibility and tact.</li> <li>▪ Ability to perform tasks with a high degree of accuracy.</li> <li>▪ Ability to use computer with proficiency using the Internet and Windows XP software programs, including Microsoft Word, Outlook, Excel, and Assess.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <p>Work well as part of a team and independently as necessary; build good working relationships with constituents, colleagues, and consultants.</p>

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p><b>WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>▪ Ability to exercise good judgment and effective communication skills, sometimes under adverse conditions.</li> <li>▪ Ability to travel and work overtime, as needed, for extensive periods when emergencies arise.</li> <li>▪ Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.</li> <li>▪ Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.</li> <li>▪ Physical tasks include: driving, standing, lifting, bending, etc.</li> </ul>